



Kansas Immunization Program: Vaccine Ordering

The Vaccines for Children (VFC) Program requires the Kansas Immunization Program (KIP) ensure that VFC provider vaccine management practices are consistent with sound immunization, fiscal, business and medical practices, and do not result in unnecessary costs to the program due to excessive wastage or unaccounted for VFC vaccines. The Centers for Disease Control and Prevention (CDC) have established minimum guidelines detailing the steps of proper vaccine storage and handling. This toolkit is found at:

<http://www.cdc.gov/vaccines/recs/storage/toolkit/storage-handling-toolkit.pdf>

Kansas VFC providers are diligent in their practices to ensure sound vaccine management practices. The Kansas Immunization Program appreciates these efforts. These vaccine management policies are designed to help assure continuation of the VFC program for Kansas children by:

- a. Assisting each provider clinic in quality improvements in VFC vaccine management practices
- b. Reducing wasted vaccines
- c. Ensuring vaccines are stored appropriately so they are stable
- d. Decreasing and/or eliminating unaccounted for vaccines

Clinic policies and procedures shall be updated annually with signature and date. Program staff will review each clinic's policies and procedures at the VFC compliance site visit and/or unannounced visits. VFC providers must have policies and procedures to address management of VFC vaccines in each of the following areas; Vaccine Storage and Handling, Vaccine Ordering, Vaccine Borrowing, Wasted Vaccine and Emergency Management.

Vaccine Ordering:

Vaccine ordering is more than placing the orders. It is an analysis of the number of children served and their insurance or eligibility status over a 12 month period that assist clinics in determining the vaccine manufacturer and presentation needed. Assessing vaccine storage capacity and having written vaccine storage and handling policies that are communicated to, and followed by staff is important.

1. Providers need to calculate their vaccine needs based on an analysis of children served in each age cohort and eligibility (fund) type. Contact one of our program nurse consultants for assistance. *Check your order! Be sure you order the correct vaccine and number of doses!*
2. Providers should have a six week supply of vaccine on hand.
3. Vaccine management includes deciding which vaccine manufacturer and presentation to use. This helps improve staff knowledge of the vaccines administered, decreases errors in vaccine administration and streamlines inventory. This decreases wastage and unaccounted for vaccines.
4. Providers must close all VFC reconciliations on the last day of the month and within 7 days of any vaccine order. If discrepancies are found on your reconciliation, it is recommended that these counts be done more frequently to assist in identifying discrepancies in vaccine counts early.
5. Designate a primary and a backup person to be responsible for ensuring vaccine management.
6. Open shipments immediately and receive them into KSWebIZ. This will determine the length of time the vaccine was in transit.

7. Accept new inventory immediately by funding source. Store vaccine by funding source; 317, CHIP, Private, State and VFC. All pending VTRCKS shipments must be accepted before any orders can be placed.
8. Separate new vaccine shipments from those currently in stock. Use stock with the earliest expiration date first.
9. If a provider receives vaccines they did not order, contact Jackie Strecker immediately at 785-296-2199. Providers who order the wrong vaccine are responsible for those doses.
10. Excessive overstocking of vaccines result in avoidable waste. Order what is needed!
11. Providers may place excess doses on the KIP Redistribution List if the vaccine has a minimum of 90 days and a maximum of 365 days before the vaccine expiration date. The ordering provider is responsible for any doses which expire on the redistribution list that have not been accepted for transfer by another VFC provider. Providers accepting vaccine from the redistribution list are responsible for using the doses once they are transferred. KIP encourages providers to only accept doses they can administer before the expiration date. The transferring and receiving providers will document doses on their Reconciliation reports as transferred vaccines by the funding source. Vaccine funding sources will be included on the redistribution list.

The 5 Ordering Validations that MUST be met to order vaccine:

1. Temperature logs must be completed, submitted, and approved.
2. No pending VTrcks orders, all must be accepted into current inventory
3. Wastage must be completed and entered into KSWebIZ
4. Returns must be complete and entered into KSWebIZ
5. Completed and closed reconciliation.